**Addressor's Name**  
**Address**  
  
**Date:** (MM/DD/YYYY)  
  
**Sub:** Character reference for (name of defendant)  
  
**Salutation:** The Honorable Judge/The Presiding Magistrate  
  
**Introduction**  
Mention who you are, whom you are writing the letter for, and the period for which you have known the person.   
  
**Second Paragraph**  
Write why you think the person who is being tried should be pardoned. Give examples of his good character and positive traits. Justify them with personal experiences and incidents that highlight his good nature.   
  
**Third Paragraph**  
Assure the court once again of the sound values and character of the person.   
  
Give your contact details so that you can be reached in case it is needed.  
  
Thanking you.  
  
Your Signature  
Your Name  
Your Occupation  
Your Address  
Your Contact Details